SUPPLIERWISE

Supplier Onboarding Ariba User Guide

Third Party Risk Management

Risk Assessment

For Suppliers

Risk Control Assessment Overview

Risk Control Assessment - What is it?

There are five Risk Control Assessments that could be triggered for a new supplier doing business with OMC.

1. Compliance; 2. Corruption; 3. Modern Slavery; 4. Privacy; 5. Information Security

Setting the Context

Depending on OMC's upfront controls and checks, OMC may send the supplier risk control assessments to further assess OMC's risk exposure in doing business with a new supplier. The supplier may receive one (1) to five (5) risk controls assessments to respond to.

Key Benefits

1. Risk control assessments for Compliance, Corruption, and Modern Slavery are sent directly to the supplier through the Ariba portal. Information Security control assessments are sent through ServiceNow. Privacy control assessments are sent through OneTrust. **Responses to risk control assessments are required.**
2. To respond to Compliance, Corruption and Modern Slavery control assessments, Suppliers can leverage their existing Ariba Network accounts
3. Risk control assessments are dynamic – only applicable assessments will be sent to the supplier

Process Flow



Agency Requestor

Initiates the risk assessment process. Risk questionnaires are sent to the supplier



Supplier

Provides responses and documentation to the required risk control assessments

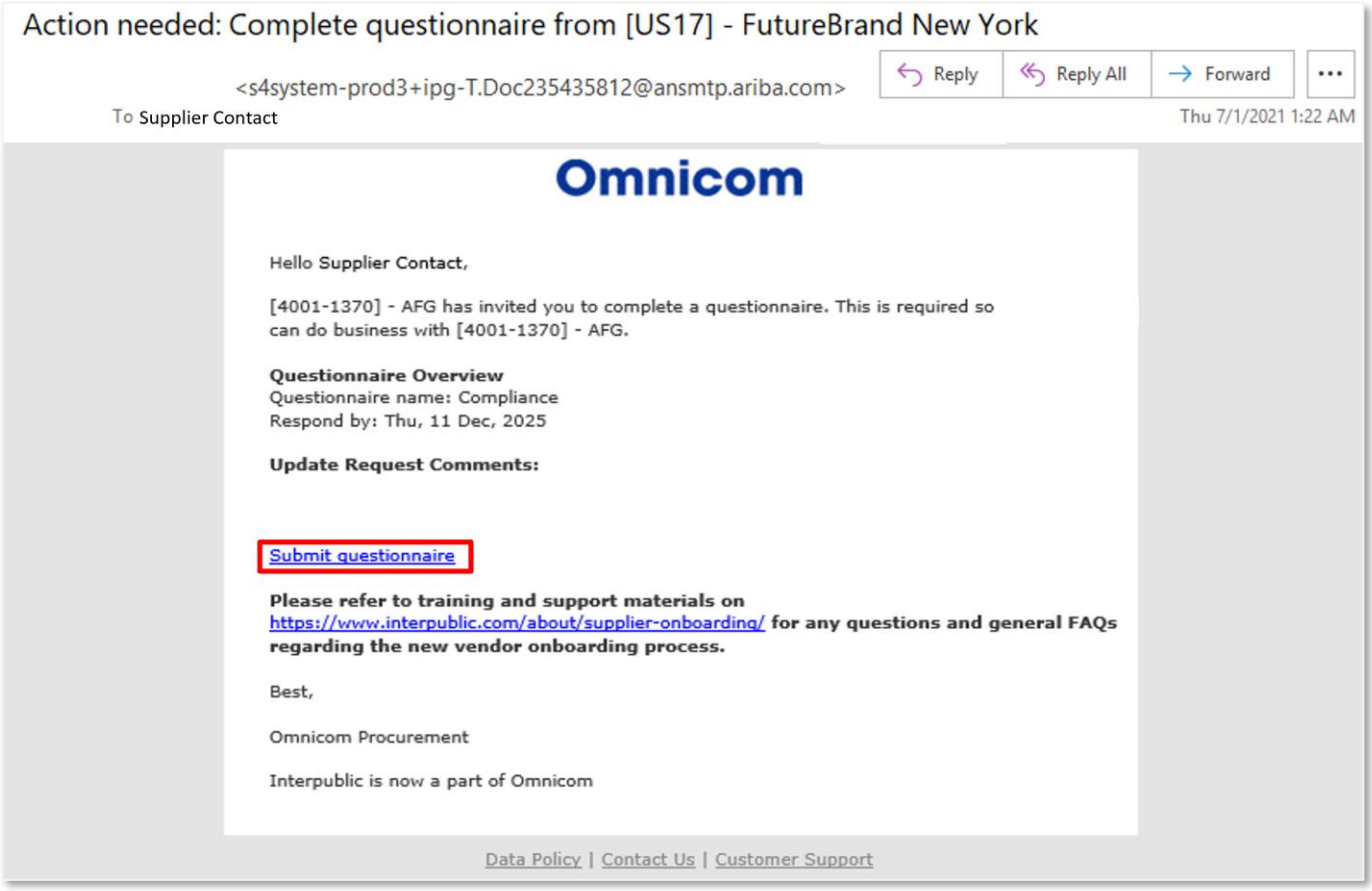


Supplier Risk Management Team

Reviews completed risk control assessment and determines if controls are effective or ineffective

Complete & Submit Risk Control Assessment

1. **The supplier may receive an additional email notification, requesting them to submit a risk control questionnaire aligned to OMC's Supplier Risk assessment process.** Click on the link in the email (example below).
2. The supplier will log into Ariba SLP using their existing credentials. This link will automatically bring the supplier to the selected questionnaire. **Responses to the risk control questionnaire(s) are required.**



Action needed: Complete questionnaire from [US17] - FutureBrand New York

<s4system-prod3+ipg-T.Doc235435812@ansmtp.ariba.com>

Reply | Reply All | Forward | ...

To Supplier Contact

Thu 7/1/2021 1:22 AM

Omnicom

Hello Supplier Contact,

[4001-1370] - AFG has invited you to complete a questionnaire. This is required so can do business with [4001-1370] - AFG.

Questionnaire Overview
Questionnaire name: Compliance
Respond by: Thu, 11 Dec, 2025

Update Request Comments:

Submit questionnaire

Please refer to training and support materials on https://www.interpublic.com/about/supplier-onboarding/ for any questions and general FAQs regarding the new vendor onboarding process.

Best,

Omnicom Procurement

Interpublic is now a part of Omnicom

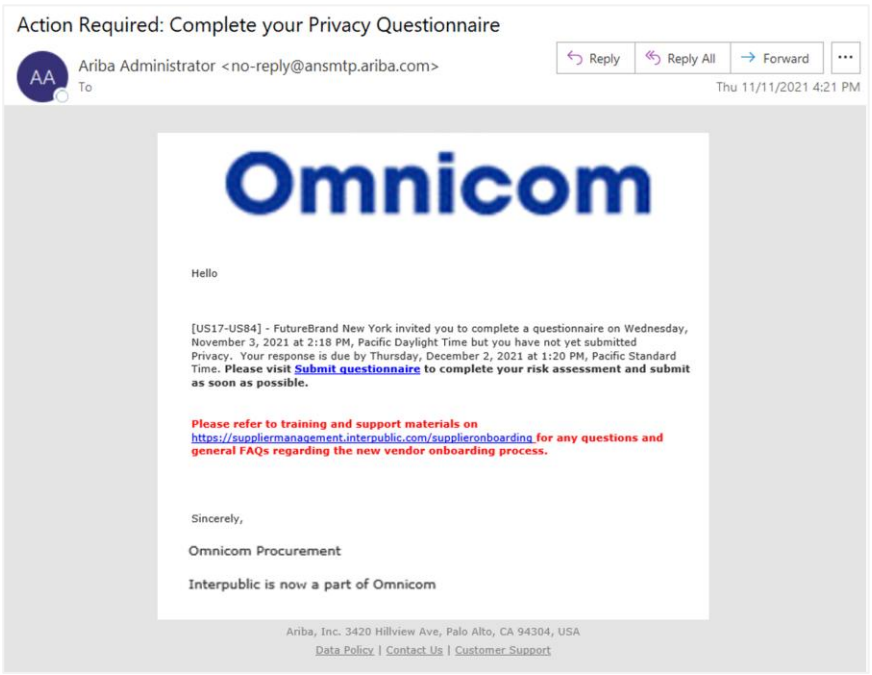
Data Policy | Contact Us | Customer Support

Complete & Submit Risk Control Assessment

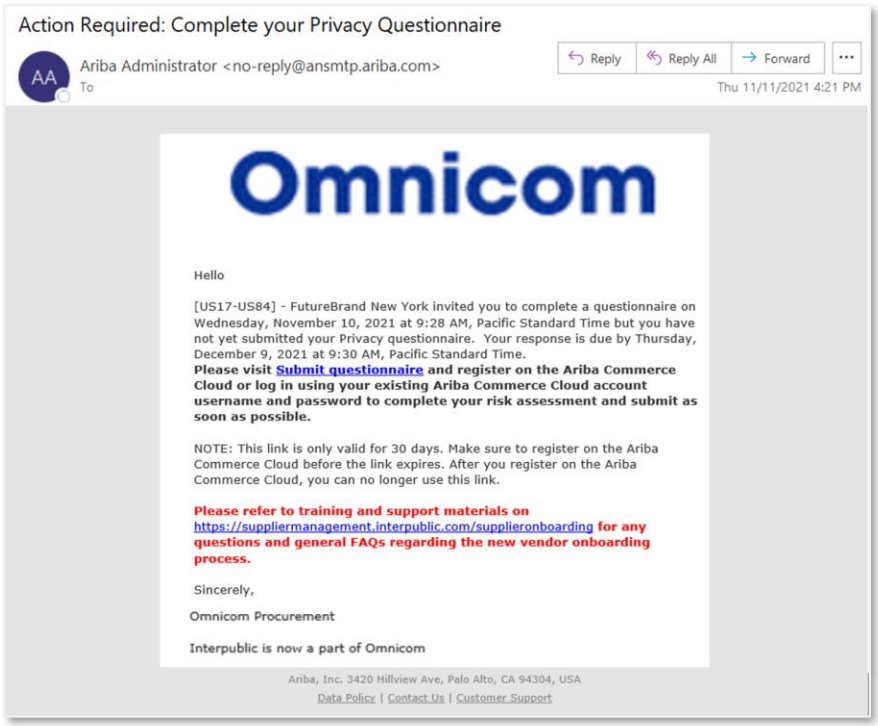
If the Supplier does not complete the risk control assessment in Ariba immediately, as prompted by the initial email notification, they will receive a reminder email notification every 5 days for 30 days, requesting them to submit a response to the risk control questionnaires.

Below are what the emails will look like:

Received for every risk control assessment that is triggered:



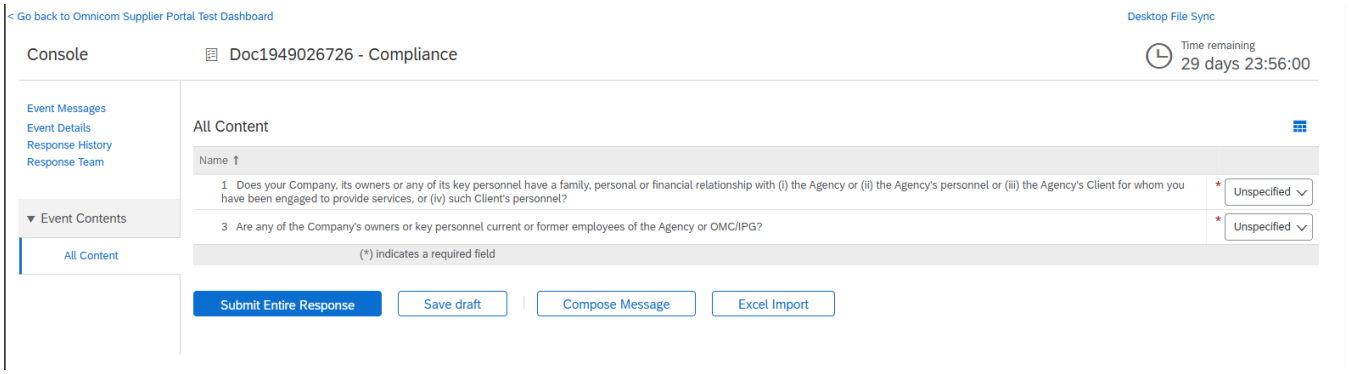
Received for every risk control assessment that is triggered if the Supplier does not have an Ariba Account:



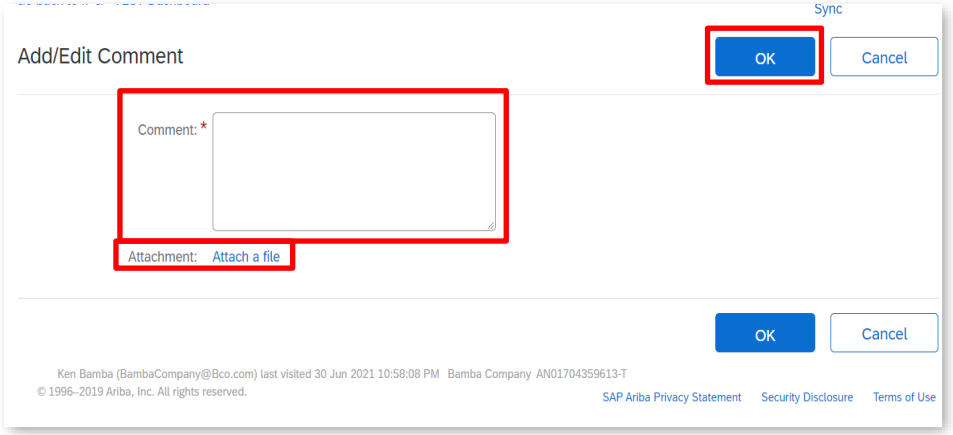
Complete & Submit Risk Control Assessment

The assigned risk control questionnaire in Ariba will prompt the supplier to answer questions for one of three risk domains: Compliance, Corruption or Modern Slavery. Please note that Privacy and Information Security assessments are managed in a different system. **Responses to the risk control questionnaires are mandatory.**

1. Complete the **assigned risk control questionnaire.** Provide responses and select whether these criteria apply or not.



- If desired, the supplier has the ability to add comments and attachments to any question equipped with the icon.



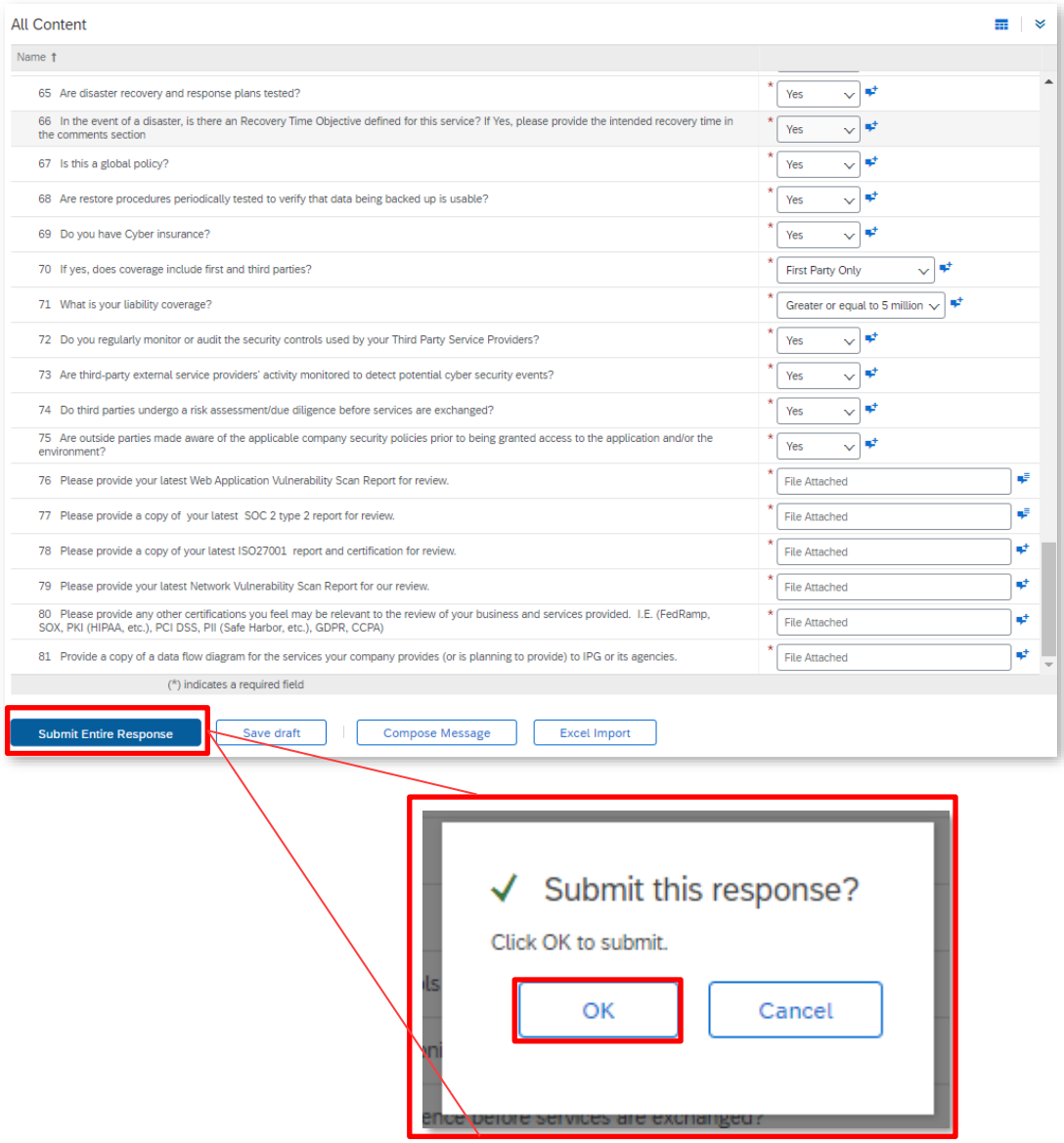
- Enter comments in the comments section.
- Click Attach a File to include an attachment onto the questionnaire.
- Click OK to save the comment. The supplier will be brought back to the questionnaire and the icon adding comments and attachments will look like:

Complete & Submit Risk Control Assessment

Risk Control Assessments are dynamic – the supplier's answers to some questions may change the required questions.

Once the supplier has provided responses to all required and conditional questions:

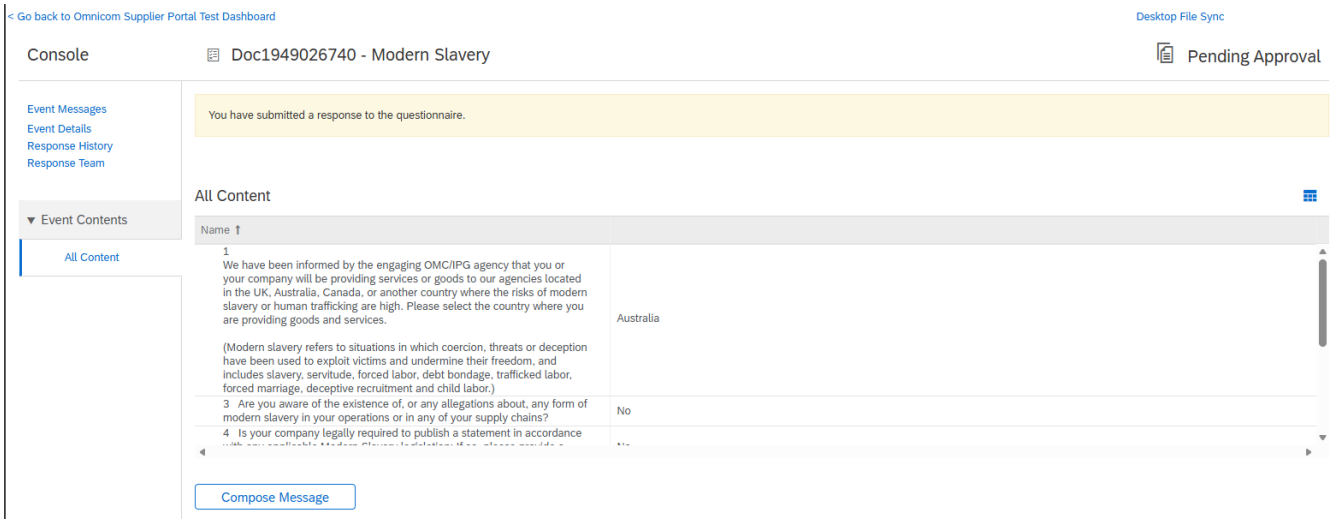
2. Click **Submit Entire Response** to submit the risk control questionnaire. **Save a draft** to finish the risk control assessment at a later time. **Please note, for OMC to see the response, the Submit Entire Response must be clicked.**
3. Click **OK** to submit the assessment. This will notify OMC's risk team that the risk control assessment has been complete.



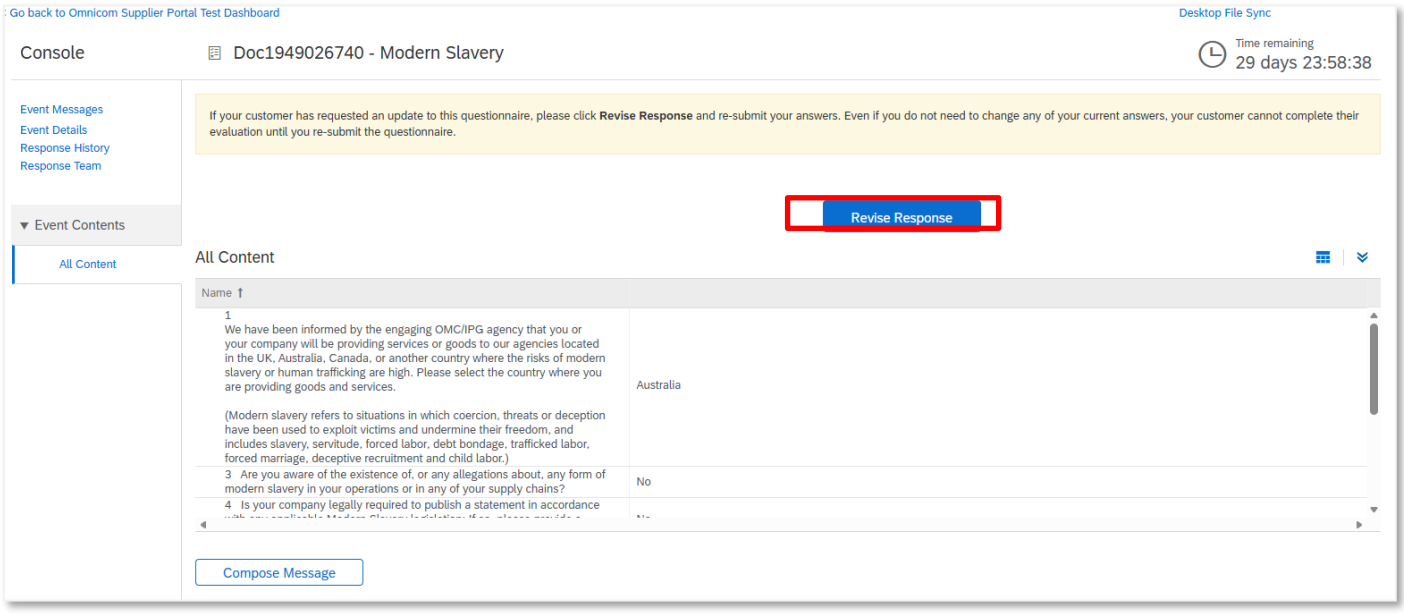
Complete & Submit Risk Control Assessment

- After submitting the risk control assessment, the supplier will see a confirmation bar at the top of the page that the assessment has been completed.

    4. Click **Go back to the Dashboard** to return to the Ariba Proposals and Questionnaires Dashboard.



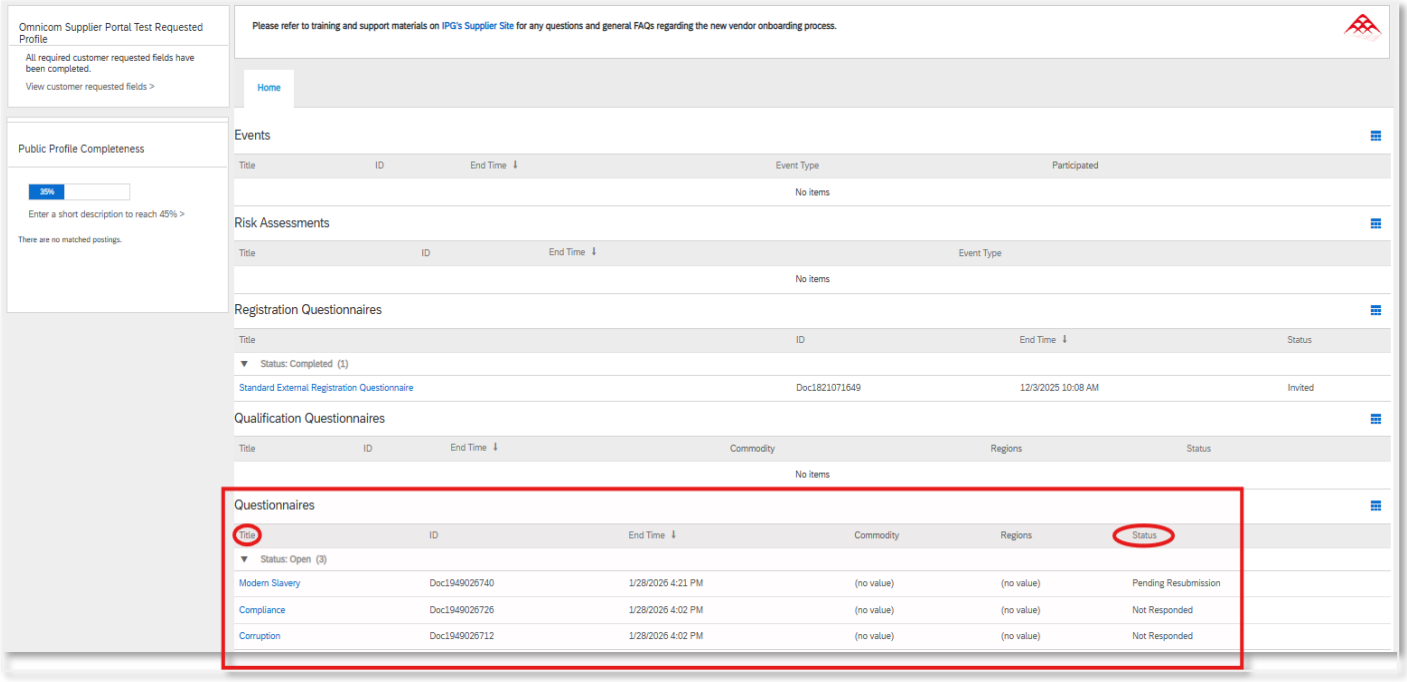
- If edits need to be made to the submitted response, click back into the document and select **Revise Response**, which will re-open the questionnaire for editing. Previous responses will be saved in the tool.



Complete & Submit Risk Control Assessment

The Ariba Proposals and Questionnaires Dashboard provides the supplier contact with an overview of any assigned documents:

- Events
- Tasks
- Questionnaires
- Certificates



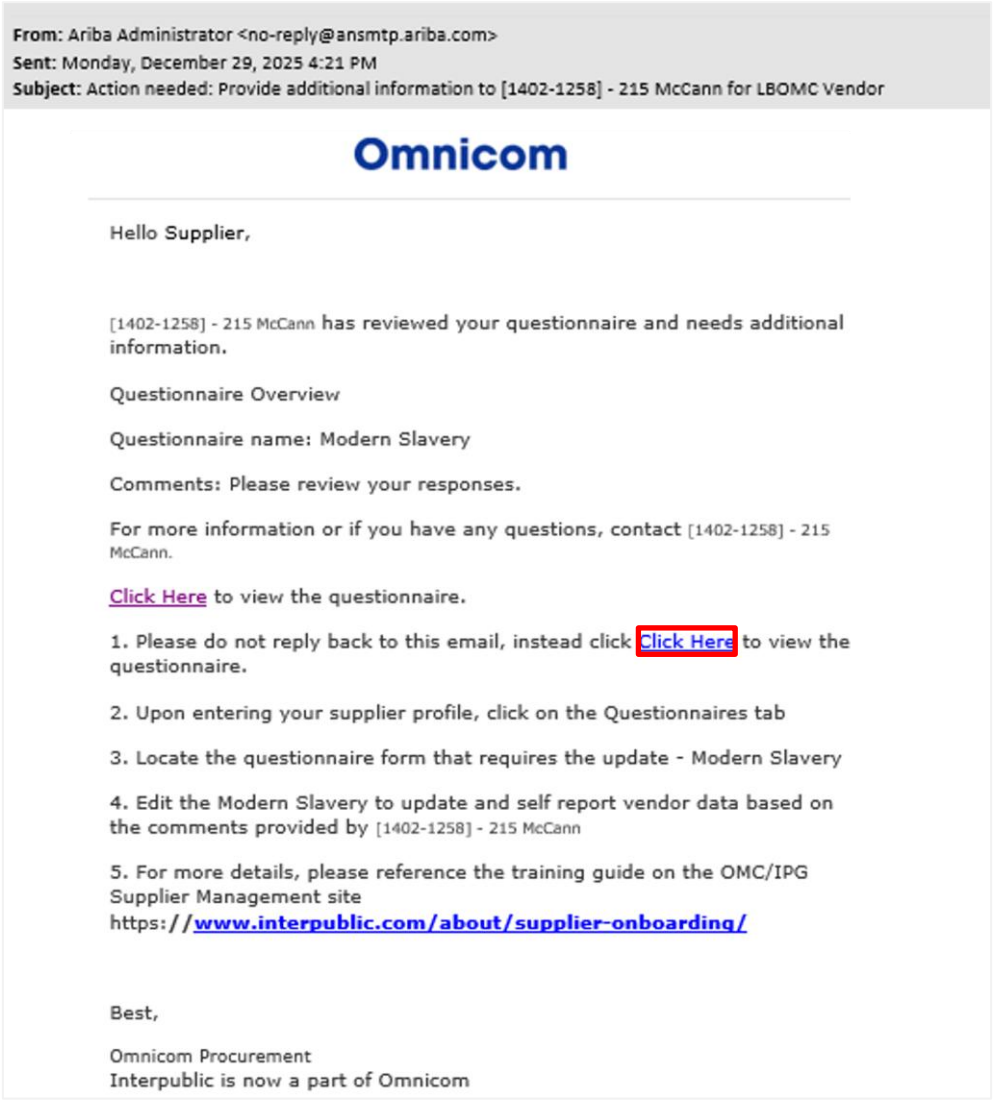
4. Scroll to the **Questionnaires** Tab to see a list of all complete and incomplete questionnaires.

- Click on the **Title** of a risk control assessment to view/revise responses for a questionnaire. The questionnaire should be in **Pending Resubmission** status to edit. The supplier can also complete a questionnaire with a status of **Not Responded.**

5. Complete all questionnaires that are in **Not Responded** status. Revise the response to any questionnaires that are in **Pending Resubmission**.

Complete & Submit Risk Control Assessment

If required, the OMC team may **request additional information** based on the supplier's responses to the questionnaires. The supplier contact may receive an email that includes **Update Request Comments.**



From: Ariba Administrator <no-reply@ansmtp.ariba.com>
Sent: Monday, December 29, 2025 4:21 PM
Subject: Action needed: Provide additional information to [1402-1258] - 215 McCann for LBOMC Vendor

Omnicom

Hello Supplier,

[1402-1258] - 215 McCann has reviewed your questionnaire and needs additional information.

Questionnaire Overview

Questionnaire name: Modern Slavery

Comments: Please review your responses.

For more information or if you have any questions, contact [1402-1258] - 215 McCann.

Click Here to view the questionnaire.

1. Please do not reply back to this email, instead click Click Here to view the questionnaire.

2. Upon entering your supplier profile, click on the Questionnaires tab

3. Locate the questionnaire form that requires the update - Modern Slavery

4. Edit the Modern Slavery to update and self report vendor data based on the comments provided by [1402-1258] - 215 McCann

5. For more details, please reference the training guide on the OMC/IPG Supplier Management site
https://www.interpublic.com/about/supplier-onboarding/

Best,

Omnicom Procurement
Interpublic is now a part of Omnicom

1. Review the comments / follow-up questions provided by the OMC reviewer.

2. Click on **Click Here** to be taken back into the questionnaire. The supplier can revise responses, add additional comments, and add any new documentation. Once completed, submit the questionnaire.

- **NOTE:** Please be aware that OMC may reach out to the supplier via email for any identified issues or control gaps that may be a result of the risk assessment process.